

Program and Project Development Office (PPD) Intern
Position Description
USAID/Nepal

BASIC FUNCTION OF POSITION

USAID/Nepal manages the U.S. government development program in Nepal with an annual budget of approximately \$100 million. The current USAID/Nepal portfolio includes a broad range of programs and activities in health and nutrition, education, democracy and governance, agriculture, and natural resource management, as well as earthquake recovery and disaster risk reduction.

The PPD Intern will support USAID/Nepal to achieve its objectives by assisting the Geospatial Information System (GIS) and Monitoring and Evaluation (M&E) specialists within the PPD Office. The PPD Intern will spend approximately 75% of his/her time supporting the GIS Specialist and 25% supporting the two Mission M&E Specialists. Both of these functions support all USAID technical offices and program areas, helping to ensure that their activities are on track to achieve development results. M&E and GIS are critical functions for USAID and for development actors in general. By supporting USAID in these areas, the Intern will gain valuable skills that can be applied to a wide range of career opportunities.

The PPD Intern will report directly to the Mission GIS Specialist and will collaborate closely with all PPD staff.

MAJOR DUTIES AND RESPONSIBILITIES

- Under the guidance of the GIS Specialist, support spatial data analysis and production of spatial information to support project design and monitoring of USAID programs across all sectors.
- Work with the GIS Specialist to create base maps for Nepal using data at various scales at different geographic levels.
- As requested, support the GIS Specialist to create maps for clients within USAID/Nepal and the U.S. Embassy.
- Under the guidance of the M&E Specialists, support tasks such as: developing and reviewing activity M&E plans; conducting Data Quality Assessments; reviewing, analyzing, and graphically presenting indicator data submitted by USAID implementing partners; and inputting data into USAID's management information system.
- Participate in the design of new activities, to include proposing methodologies to address diversity and social inclusion issues and establishing monitoring and evaluation plans.
- Facilitate and participate in field visits.

- Support PPD in preparing for semi-annual portfolio reviews and submission of annual indicator reporting data.
- Perform other duties as assigned or required.

QUALIFICATIONS REQUIRED

- Completion of bachelor's degree or final year bachelor's level education in a relevant field
- Must have basic computer skills and be comfortable using all Microsoft Office programs
- Must be able to work in English (speaking, reading and writing)
- Strong critical thinking skills
- Knowledge of Nepal's economic, political, social and cultural characteristics

Desirable

- Academic or work experience related to GIS and/or M&E highly desired
- University diploma/degree
- Ability to research and write reports in comprehensible English

POSITION ELEMENTS

Supervision Received: Incumbent will report directly to the GIS Specialist. Incumbent will be mentored by PPD mentors on all aspects of professional development. However, incumbent is expected to use self-initiative in planning and carrying out assignments.

Performance Period and hours of duty:

- 12 months
- 40-hour work week

SELECTION CRITERIA/ELIGIBILITY

For the Internship Program, USAID welcomes applicants from disadvantaged, underrepresented, and/or underserved groups in Nepal because of caste (e.g., Dalits), disability, ethnicity (e.g., indigenous), gender identification (e.g., intersex, third gender, transgender), geographic origin (e.g., Madhesi, remote rural areas), religion (e.g., Muslims), and/or sexual orientation (e.g., lesbian, gay, bisexual), among other factors.